

The West Bridgford School



Admissions Policy 2025-2026

Applies to admissions on or after 1 September 2025



East Midlands
Education Trust

CARPE DIEM

Review date:	Autumn 2023
Reviewed by:	Local Governing Body
Next review:	Autumn 2024

Admission Number

The proposed published admission number for Year 7 in September 2025 is 222.

Oversubscription Criteria

Where the number of applications for admission exceeds the number of places available, the following criteria will be applied in the order set out below, to decide which children to admit until the number of offers we make matches our PAN of 222 or any number above our PAN which has been determined by the governors and to which the Local Authority have been notified in accordance with 1.4 of the Admissions Code of Practice:

- 1.0 Looked after and previously looked after children, in accordance with the School Admissions Code 2021, which states that all admission authorities must give highest priority to this group of children. Further details can be found under the 'Definitions' section in this policy.

Children who have been in state care outside of England and ceased to be in state care as a result of being adopted. This also includes children who were previously looked after in Wales, Scotland and Northern Ireland.

- 2.0 Children who live in the catchment area and who attend a linked school at the time of the closing date for applications in the year preceding admission to secondary school. Places will be allocated in the first instance to children who, at the time of admission, will have a sibling attending the West Bridgford School in years 7-11. All children in this criteria will be ranked by random allocation.
- 3.0 If places remain available beyond criteria 2 then these will be offered to children who live in the catchment area at the time of the closing date for applications in the year preceding admission to secondary school. Places will be allocated in the first instance to children who, at the time of admission, will have a sibling attending the school in years 7-11. All children in this criteria will be ranked by random allocation.
- 4.0 If places remain available beyond criteria 3 then up to 21 (10%) of places based on our PAN, will be offered to those who can demonstrate an aptitude for technology and could therefore benefit from the distinctive education offered by the West Bridgford School.

The parents of those students whose entry is to be based on this aptitude assessment will be required to present their child for the assessment (one hour) at the West Bridgford School in the year preceding entry, details of which will be published within the school's prospectus. All children in this criteria will be ranked by their aptitude score which is then norm referenced to the child's age with preference given to those with the highest score.

Please note: sitting the assessment is not considered an application for a school place. Results of the assessment will be provided before parents have to submit the Common Application. Passing the assessment does not constitute an offer of a place.

- 5.0 If places remain available beyond criteria 4 then these will be offered to children who live outside the catchment area and who attend a linked school at the time of the closing date for applications in the year preceding admission to secondary school. Places will be allocated in the first instance to children who, at the time of admission, will have a sibling attending the West Bridgford School in years 7-11. All children in this criteria will be ranked by random allocation.
- 6.0 If places remain available then these will be offered to other children who do not quality for any

of the above criteria with priority given to those who live the nearest to the school. Distance measurements to be made 'as the crow flies' from the home address to the main reception office of the school. No priority is given to siblings in this criteria.

Admission to the sixth form including admission number for those admitted for the first time

Priority will be given to students from The West Bridgford School who meet the entry requirements. The number of places available for external candidates for Post-16 entry in year 12 is up to 20.

Entry to Post 16 courses is dependent upon students achieving the academic requirements published in the schools Sixth Form prospectus.

Over-subscription for the Post-16 Centre

Where the number of applications for admission exceeds the number of places available, the following criteria will be applied in the order set out below, to decide which children to admit:

- 1.0 Looked after and previously looked after children, in accordance with the School Admissions Code 2021, which states that all admission authorities must give highest priority to this group of children. Further details can be found under the 'Definitions' section in this policy.

Children who have been in state care outside of England and ceased to be in state care as a result of being adopted. This also includes children who were previously looked after in Wales, Scotland and Northern Ireland.

- 2.0 Children who already attend the school and meet the academic entry criteria.
- 3.0 Children who do not presently attend the school and meet the academic entry criteria. In the event of an over-subscription of the above criteria, proximity to the school will be used with those living nearer being given priority. Distance measurements to be made 'as the crow flies' from the home address to the main reception office of the school.

Definitions:

Looked after and previously looked after children

A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions in accordance with section 22(1) of the Children Act 1989 at the time of making an application to a school.

Previously looked after children who were looked after, but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order). This includes children who were adopted under the Adoption Act 1976 and children who were adopted under section 46 of the Adoption and Children Act 2002. Child arrangements orders are defined in section 8 of the Children Act 1989, as amended by section 12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians.)

A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society.

Residence

This is defined as the child's permanent place of residence which is deemed to be the residential property at which the child habitually resides with the person or persons having parental responsibility for the child at the time of completion of the application form. Informal arrangements, even between parents, will not be taken into consideration. Addresses of other relatives or friends will not be considered as the place of residence even when the child stays there for all or part of the week.

Proof of permanent residence (minimum 12 months tenancy agreement in the case of rented accommodation) and other evidence from the court regarding parental responsibilities in these matters may be required. If a parent lives in rented accommodation within the catchment area yet still owns another property within 20 miles of the school, the address of the owned property will be taken as the place of permanent residency, even if it is rented out to a third party.

Sibling

The governors define sibling as being those children who share the same biological parents. This includes brother, sister, half-brother or half-sister or legally adopted child living at the same address as the child. The sibling link only applies if the sibling is in year 7-11 at the time of admission.

Parent

Section 576 of the Education Act 1996 defines 'parent' to include; all natural parents, whether they are married or not; and any person who, although not a natural parent, has parental responsibility for a child or young person by virtue of a court order; and any person who, although not a natural parent, has care of a child or a young person by virtue of a court order.

Measuring distance 'as the crow flies'

For applications in the normal year of entry which are managed under the coordinated admissions arrangements distance is measured using software available to the Local Authority and the school governors use this information to rank order applications.

For all other applications the governors of the school use Google Maps to measure distance.

Catchment Area

This includes our historical catchment area, which has remained unchanged for many years and comprises of the combined catchment areas of our family (linked) primary schools. Our catchment also includes Wilford Village, as defined by being east of the A52 road and south of the River Trent. A full list of the streets within our catchment can be found on our website. [click here](#) for our catchment map.

Linked schools

Our linked schools are Greythorn, Heymann, Jesse Gray, West Bridgford Junior

Closing date

This is the deadline for the application of the Common Application as defined by the Local Authority in their coordinated scheme.

Late applications

Late applications are those submitted after the closing date for the coordinated admissions scheme and will be dealt in accordance with that scheme. Late applications will be considered up to the date specified in the coordinated scheme providing the applicant can evidence that they have moved into the area after the closing date for applications or can establish at the time of completing the form that there were exceptional reasons for missing the closing date. Examples include family bereavement, hospitalisation, family trauma. Supporting evidence may be required.

When the school is informed by the local authority that a place has been offered, the local authority will write to the parent(s) seeking written confirmation that they will take up the place. If this confirmation is not received within 14 days, the school will notify the local authority that the offer of a place should be withdrawn and offered to the child ranked highest on the waiting list.

Waiting list

If, after the offer of places has been made, the school is over-subscribed, all unsuccessful applicants will be placed on the waiting list which will be administered by the governors of the school in partnership with the local authority for the duration of the coordinated admissions scheme. Your position on this waiting list will be determined by the school's published over-subscription criteria. The waiting list will remain open until 31 December in the year of admission and will be administered by the governors of the school. No waiting lists for any other year are maintained.

It should be noted that for criteria 2, 3 and 5 in the main school which use random allocation, a fresh round of random allocation must be used each time a place is to be offered from the waiting list. This is outlined in 1.35 of the Admissions Code of Practice. Late applicants will be ranked on the waiting list from the place of residency at the time of the Common Application submission deadline.

Independent Appeals

Parents have the right to an independent appeals panel if you are not happy with the outcome of your application. Repeat applications in the same academic year will not be considered unless there is a significant and material change in circumstances and only then at the discretion of the governors. Parents wishing to appeal should write to the Admissions Office, West Bridgford School, Loughborough Road, West Bridgford, Nottingham NG2 7FE within 25 school days of notification.

Coordinated admission scheme

All applications for places in the normal year of entry are made on the Common Application. Applications must be made through your home local authority. For entrance to the school in September 2025 the closing date of the coordinated admission scheme is 31 October 2024, preceding admission to secondary school. Places are allocated on 1 March 2025.

Applications outside the normal year of entry

All applications made outside of the normal year of entry should be made directly to the school and will be administered by the governors. In the event of a place being available in the appropriate year group an offer of a place at the school will be made. If no place is available, the parent will be informed of this along with the right of appeal for the refusal of a place.

Tie breaker

In the event of the need for a tie breaker in any of the over-subscription criteria listed in this policy, random allocation will be used. If a child is offered a place as a result of random allocation yet also has a sibling of the same age seeking a place and residing at the same address, the sibling will also be offered a place.

Random allocation

This is achieved by using the random number generation feature in Microsoft Excel. Each child's name is listed in a spreadsheet and assigned a random number. The numbers are then ranked with the lowest number being given the highest preference. This process is overseen by a person independent of the school.

Withdrawing an offer of a place

Any offer of a place found to be made on the basis of inaccurate information can be withdrawn. Such examples would include fraudulent applications, intentionally misleading applications, a false claim to residency in the catchment area and the failure of a parent to respond to an offer of a place within 14 days.

Admission of children outside their normal age group

Parents may seek a place for their child outside of their normal age group if, for example, the child is gifted and talented or has experienced problems such as ill health. This also applies to parents of summer born children (1 April to 31 August). When applying for a place parents need to make it clear that they are seeking a place outside of the child's normal age group and they should clearly state why. Parents should supply any relevant supporting information such as the child's academic, social and emotional development, the child's medical history and the views of a medical professional, and whether the child has previously been educated out of their normal age group. You will be informed in writing of the governors' decision with clear reasons for this decision. Parents have a right to appeal if their request is refused by not if a place is offered at the school but it is not the parents preferred age group.

It should be noted that 2.10 of the Admissions Code of Practice makes it clear that admission authorities must not provide any guarantees to applicants of the outcome of their application. In accordance with 2.10 of the Admission code of Practice our governors make no promise or commitment to any family that a place can be offered for their child